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ABSTRACT

The online version of the Free Application for Federal Student Aid (FAFSA) allows students to apply for federal financial aid using the Internet. In many cases, FAFSA on the Web may be used to apply for financial aid from other sources, such as states or schools. Data are secured, so sending an application through the Internet is as safe as mailing a paper form. The program edits answers automatically, and no application fee is required. This packet includes a cover letter and a laminated card with tips for using FAFSA on the Web (what to do before beginning the application process, frequently asked questions, tips for completing the form, and things not to do when filling out the form). The packet also offers a how-to flyer, a brochure entitled "Funding Your Education," two posters advertising FAFSA on the Web, a trifold brochure explaining the process, Post-It notes, and an instructional CD-ROM. (SM)

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ED 442 316

www.fafsa.ed.gov

FAFSA ON THE WEB TOOLKIT

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Office of Educational Research and Improvement
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Inside: All the resources you need to help students apply for financial aid more quickly, accurately, and conveniently than ever before.

HE 032 804

Contents

1 Informational Items

- Cover letter
- Laminated Tips card
- "How To" flyer
- *Funding Your Education* brochure

2 Reorderable Promotional Items

- Posters (8½x11, 11x17)
- Trifold brochure
- Post-It notes

3 Instructional CD

UNITED STATES DEPARTMENT OF EDUCATION
THE OFFICE OF STUDENT FINANCIAL ASSISTANCE
WASHINGTON, D.C. 20202-5132

CHIEF OPERATING OFFICER

October 1999

Dear Partner:

I am writing to ask you to spread the word about FAFSA on the Web, a fast, free, secure, and easy way for students to apply for financial aid. A toolkit is enclosed with promotional materials to help encourage your students to use the Internet when filing the Free Application for Federal Student Aid (FAFSA).

Why Should Your Students Use FAFSA on the Web?

Consider the advantages of using FAFSA on the Web:

It's Fast → Students will get their application results 7 to 14 days faster than if they mail a paper FAFSA.

It's Secure → When FAFSA information is transmitted over the Internet, it is completely secure. The same technology that protects credit card transactions over the Internet is used to make sure that your students' data remains confidential. In fact, sending an application over the Internet is as safe as mailing a paper form.

It's Easy → Students are only asked the questions they need to answer. Questions that don't apply are skipped, making the Internet application quicker to fill out than the paper form. Extensive on-line help is also available. Application entries are edited thoroughly, reducing the number of errors made by students and their families when completing the online FAFSA.

What's In the Toolkit?

The toolkit has the following materials to help you promote FAFSA on the Web:

CD-ROM: Learn more about how to use FAFSA on the Web by reviewing the self-paced tutorial. The tutorial runs on either a Macintosh or PC and takes about 30 minutes to complete. Installation instructions are found on the CD-ROM jacket. The CD-ROM also contains:

- A banner for linking your school's web site to FAFSA on the Web
- A FAFSA on the Web screen saver
- Printable FAFSA on the Web poster (in color and in black and white)
- FAFSA on the Web prototype, which includes many of the features of the actual FAFSA on the Web, allowing you and your students to practice entering an application without being connected to the Internet.

Posters: Display the enclosed posters where students will see them.

Brochure: Distribute the enclosed brochure to your students. The brochure describes the benefits of using FAFSA on the Web.

"How To" Flyer	Read these instructions for linking your school's web site to FAFSA on the Web; install the FAFSA on the Web screen saver; and print the FAFSA on the Web poster.
Tips for Using FAFSA on the Web:	Place the laminated cards, entitled "Tips for Using FAFSA on the Web," next to the computers where students will complete their financial aid applications. The cards provide helpful advice and tips for using FAFSA on the Web, and answer frequently asked questions.
Post-it Notes:	Use the post-it notes as a reminder to yourself and your colleagues to promote FAFSA on the Web whenever possible.

Where Can I Get More Materials?

You are free to copy and distribute the materials in the toolkit, including the CD-ROM. The materials are not copyright protected. You can print more posters in either color or black and white by using the instructions and files on the CD-ROM.

You can also order additional copies of the posters, brochures, and CD-ROMs by calling 1-800-433-3243.

I am excited about FAFSA on the Web and think you will be too. Thank you for helping us spread the word about this much improved way to apply for financial aid.

Sincerely,

Greg Woods
Chief Operating Officer
Office of Student Financial Assistance

Tips For Using FAFSA ON THE WEB

Before You Begin

1 Gather these documents:

- Your Social Security card and driver's license
- Your W-2 forms
- Your parent's W-2 forms, if you are dependent
- Your income tax return
- Your parent's income tax return, if you are dependent
- Records of other untaxed income received such as Social Security benefits, Temporary Assistance for Needy Families (TANF), or veteran's benefits
- Current bank statements and records of stocks, bonds, and other investments
- Business or farm records, if applicable
- Your alien registration card (if you are not a U.S. Citizen)

You will need income records for the year prior to when you will start school. For example, for the 2000-2001 school year, you will need 1999 information.

2 Get a blank diskette. You'll need it to save your data.

Tips

1 **Save Your FAFSA:** Save your application frequently to a diskette. That way, if you lose your Internet connection, you'll have a copy of the FAFSA data you've already entered.

2 **Get Help**: Click on the underlined part of the question label to get help about the question. To get an index of help topics, click on the Help button.

3 **Clear Your Form**: Use with caution the button labeled Clear Form. Selecting this button and answering "Yes" to the prompt that appears will erase every answer on your FAFSA.

4 **Print Help Topics**: To print the text for a help topic or a Frequently Asked Question, open the help window and then:

- For Windows users, press the Ctrl and P keys at the same time
- For Macintosh users, press the command and P keys at the same time

Frequently Asked Questions

Q: Does it matter if I type my answers in upper- or lowercase letters?
A: No, it doesn't. All letters are converted to uppercase when you submit your FAFSA.

Q: Should I leave financial questions blank or enter 0 (zero)? Can I enter N/A?
A: If a financial question doesn't apply to you, you can either leave it blank or enter 0 (zero). Do not type N/A into the answer field.

Q: If my answer to a financial question includes cents, can I type a decimal point and cents? What about commas?
A: No, do not enter a decimal point or cents. Instead, round off your answer to the nearest dollar and type in this amount. Do not enter commas.

Don'ts

Don't do these things as you're filling out the FAFSA:

- Don't resize (minimize or maximize) your browser window. Doing so will cause the browser to reload the page and you will lose all the information you entered since last saving your application to diskette.
- Don't use the navigation buttons (BACK, FORWARD, RELOAD, and STOP) on your browser's toolbar. When you want to navigate through the form, use the NEXT and PREVIOUS buttons at the bottom of each page.
- Don't use the SAVE function under the browser's File menu when saving your application to diskette. Instead, use the Save button at the bottom of each screen.

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How To Link Your Web Site To FAFSA on the Web

How to Use Our Banner Ad On Your Web Site

The U.S. Department of Education would like to encourage schools, libraries, and educational organizations with their own web sites to link to the Department's newest and fastest way to apply for Federal student aid—FAFSA on the Web.

Follow these steps to add one of the two banners shown below to your web site:

1. Go to www.ifap.ed.gov
2. Click on the Bookshelf
3. Select "FAFSA and Renewal FAFSAs"
4. Click "By FAFSA on the Web Banner Ads"
5. Select "FAFSA on the Web Banner Ads"

Instructions for downloading the HTML code and GIF image are provided at this web site.

The HTML code and GIF images can also be found on the enclosed CD-ROM. The graphic and text files are located in C:\Program Files\FAFSA on the Web CD\Banners (or the location you specified during FAFSA on the Web CD installation).

fotwfast1.gif

fotwfast2.gif

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Once You've Installed the CD...

A *Launching the FAFSA on the Web Tutorial and the 1999-2000 FAFSA on the Web Prototype*

From Windows:

- From the Windows taskbar, click the **Start** button.
- Select **Programs**.
- Select **FAFSA on the Web CD**.
- Select **FAFSAWeb**.
- Select either the Tutorial or the Prototype from the menu.

From MacIntosh:

- Open the **Mac** folder.
- Click the file called **Fafsweb.pkg**.

B *Viewing and Printing the Promotional Posters (In PDF format)*

poster1.pdf

poster2.pdf

You must have Adobe Acrobat Reader (included on the CD) installed to view the poster files. If you don't have Acrobat Reader, open the **Acrobat** folder on the CD and select **ar40win.exe** for Windows or **ar40mac_sit.bin** for MacIntosh systems.

Windows:

- From the Windows taskbar, click the **Start** button.
- Select **Programs**.
- Select **Adobe Acrobat**.
- Select **Acrobat Reader**.
- Select **File, Open** from the menu.
- Set the Look In: path to C:\Program Files\FAFSA on the Web CD\ Posters\poster1.pdf (or the location you specified during CD installation)
- The files can be printed in color or black and white.

MacIntosh:

- Open **Acrobat Reader**.
- Open the **Mac** folder.
- Open the **Posters** folder.
- Select either poster file.
- The files can be printed in color or black and white.

C *Installing the Screen Saver (not available to MacIntosh users)*

- From the Windows taskbar, click the **Start** button.
- Select **Programs**.
- Select **FAFSA on the Web CD**.
- Select **Install FAFSAver**.
- Follow the installation instructions on the screen.

For more information, review the Readme.txt file located on the CD.

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Free Information on Student Financial Assistance from the U.S. Department of Education

Funding Your Education

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2000/2001

1-800/4-FED-AID 1-800/433-3243

FREQUENTLY REQUESTED TELEPHONE NUMBERS

General information about the federal Student Financial Assistance Programs, assistance in completing the Free Application for Federal Student Aid (FAFSA), to obtain federal student aid publications	1-800/4-FED-AID (1-800/433-3243)*
TTY number for hearing-impaired individuals to call with any federal student aid questions	1-800/730-8913
To order FAFSA Express on diskette	1-800/801-0576
To report fraud, waste, or abuse involving federal student aid funds	1-800/MIS-USED (1-800/647-8733)
FAFSA on the Web (general information and technical assistance)	1-800/801-0576

*On pages 14 and 15 you will find additional information on the services the Federal Student Aid Information Center provides.

FREQUENTLY REQUESTED WEB SITES

Student Aid Home Page	www.ed.gov/studentaid
Funding Your Education	www.ed.gov/prog_info/SFA/FYE
The Student Guide	www.ed.gov/prog_info/SFA/StudentGuide
FAFSA on the Web	www.fafsa.ed.gov
FAFSA Express	www.ed.gov/offices/OPE/express.html
Help in completing the FAFSA	www.ed.gov/prog_info/SFA/FAFSA
Federal school codes (used to complete the FAFSA)	www.ed.gov/offices/OSFAP/Students/apply/search.html

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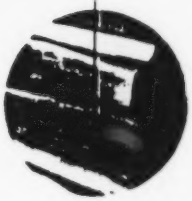
www.fafsa.ed.gov



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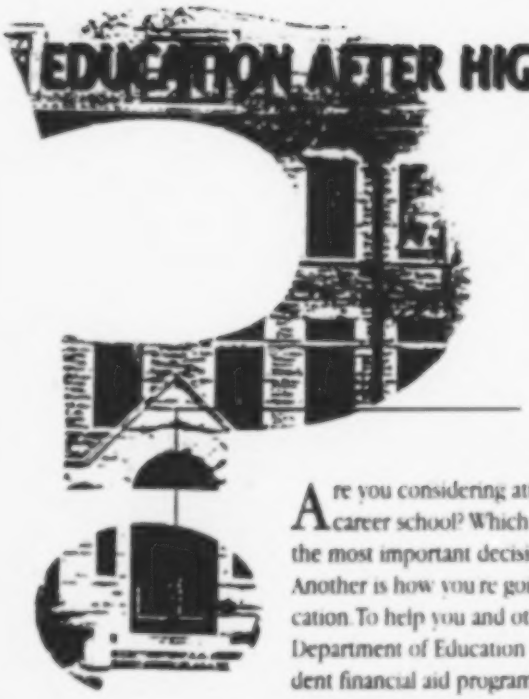
EDUCATION AFTER HIGH SCHOOL



Are you considering attending a college or career school? Which one to attend is one of the most important decisions you need to make. Another is how you re going to pay for your education. To help you and other students, the U.S. Department of Education offers a variety of student financial aid programs. You can find out about many sources of student financial aid for free. This publication describes our student financial assistance programs.

Education after high school costs you time, money, and effort. It s a big investment, and you should carefully evaluate the school you re considering. Just because a school participates in the federal student financial aid programs does not mean we have endorsed the quality of the education the school offers. We do not approve a school s curriculum, policies, or administrative practices, except as they relate to how the school operates the federal student financial aid programs. It's up to you to check out the school.

Well, what questions should I ask a school?

Some of the basic questions you should ask when considering a college or career school are

- ☐ Does the school offer the courses and type of program I want?
- ☐ Do I meet the admissions requirements?
- ☐ Does the school offer a quality education at a reasonable price?
- ☐ Does the school offer services I need and activities I m interested in?

Most of this information is covered in the school's catalog or in its introductory brochures. Make sure you get these from schools you re interested in. Also, the reference section of your local library has many books that provide information about colleges and career schools.

You can also find much information on the Internet. Many colleges and career schools have web sites. If you know someone who attends or attended a school you re considering, ask that person his or her opinion of the school.

You should get a copy of the documents describing the school's accreditation and licensing.

The accrediting and licensing agencies have evaluated the school and found it meets certain minimum requirements that the agencies have set.

You should find out the school's loan default rate (the percentage of students who attended the school, took out federal student loans, and later failed to repay their loans on time).

You may not be able to get aid from some of our programs at a school that has a high default rate.

You should get a copy of the school's campus security report.

The campus security report provides information on the school's campus security policies and campus crime statistics. Schools must publish a campus security report every year and distribute it to all current students and employees of the school. In addition, if you contact a school and ask for admissions information, the school must inform you that its campus security report is available, provide you with a summary of the report, and let you know how you may get a copy. If you have evidence that any information provided in a school's campus

security report is inaccurate, contact the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243).

Find out the school's job placement rates (the percentage of students who are placed in jobs relevant to their courses of study).

If the school advertises its job placement rates, it must also publish the most recent employment statistics, graduation statistics, and any other information necessary to back up its claims. This information must be available at, or before, the time you apply for admission to the school. Also, check with local employers to see if they have hired graduates from the school.

Find out about the school's refund policy.

If you enroll but never begin classes, you should get most of your money back. If you begin attending classes but leave before completing your coursework, you may be able to get part of your money back. NOTE: Even if you don't finish your coursework, you'll have to repay the loan funds you received, less any amount returned to your lender by the school.

Find out about financial aid availability at the school.

You have the right to receive the following information from the school:

1. the location, hours, and counseling procedures of the school's financial aid office
2. the financial assistance that is available, including information on all federal, state, local, private, and institutional financial aid programs
3. the procedures and deadlines for submitting applications for each available financial aid program
4. how a school selects financial aid recipients
5. how the school determines your financial need
6. how the school determines each type and amount of assistance in your financial aid package
7. how and when you'll receive your aid
8. how the school determines whether you're making satisfactory academic progress, and what happens if you're not. Whether you continue to receive federal financial aid depends, in part, on whether you make satisfactory academic progress
9. if you're offered a Federal Work-Study job, what the job is, what hours you must work, what your duties will be, what the rate of pay will be, and how and when you'll be paid
10. talk to high school counselors, local employers, and the state higher education agency.
11. See if any complaints about the school have been filed with the local Better Business Bureau or consumer protection division of the state attorney general's office. Contact these organizations if you have a complaint about a school.

Find out the school's completion and transfer-out rates.

A school is required to disclose to current and prospective students the percentage of its students that complete the school's programs and the percentage of students that transfer out of the school.

Get a copy of the school's "equity-in-athletics" report.

Any coeducational school where you can receive federal student aid and where there's an intercollegiate athletic program must prepare an equity-in-athletics report giving financial and statistical information for men's and women's sports. This information makes students aware of a school's commitment to providing equitable athletic opportunities for its men and women students.

You also might want to compare your expected debt for attending the school to the money you expect to earn once you complete the educational program. If you borrow money to pay for all or a portion of your education, you'll need to earn or have access to enough money to repay your debt. Check the web or visit the library to learn more about the careers you are interested in. The U.S. Department of Labor publishes the Dictionary of Occupational Titles, which includes a list of career choices and has information on typical wages or salaries for many occupations. The Labor Department also publishes the Occupational Outlook Handbook, which gives job descriptions, including starting salaries and annual income averages. You can find the Dictionary of Occupational

Titles online at

http://www.oalj.dol.gov/libdot.htm

You can find the Occupational Outlook Handbook online at

http://stats.bls.gov:80/ocohome.htm

You're paying for a quality education. Make sure you get it.

PAYING TUITION AND OTHER COSTS

Regardless of which college or career school you choose, you'll probably need help paying for your tuition, fees, books, and living expenses. You're probably wondering how you're going to pay for these things. As we mentioned, the Department of Education offers a variety of student financial aid programs.

So, how can the Department of Education help me pay for school?

Federal student aid includes grants, work-study, and loans. You don't have to pay back grants. Work-study allows you to earn money for your education, and loans allow you to borrow money for school. You'll have to repay any money you borrow. See pages 8-12 for more detailed information on the federal student aid programs.

You can learn about state programs by contacting your state department of education, and you can learn about other programs by checking with your high school counselor or the college or career school you plan to attend. You also might want to use a search engine on the web with the key phrase "financial aid," "student aid," or "scholarships." Or, check the reference section of your local library under those same phrases.

What are these scholarship search services that contact me?

There are many private scholarship search services that provide lists of "sources" of financial assistance you may apply for. You should be aware that we do not evaluate private scholarship search services. If you decide to use one of these services, you may check its reputation by contacting the Better Business Bureau or a State Attorney General's Office.

APPLYING FOR FINANCIAL AID

Applying for federal student aid is easy; you can even apply before you've been accepted to a school.

But I hate filling out a bunch of forms.

You don't have to fill out form after form; all you have to do is complete a *Free Application for Federal Student Aid* (FAFSA). You can apply electronically from your home computer or from a computer at a central location like your high school, your local public library, or your local educational opportunity center using *FAFSA on the Web*. If you choose to use a paper FAFSA, just mail it to the address indicated on the application.

FAFSA on the Web is an interactive web page where you can complete a FAFSA online and submit your data over the Internet. All you need is Netscape Navigator or Microsoft Internet Explorer running on the Macintosh, Windows, or Unix operating system:

www.fafsa.ed.gov

If you don't have web access but you have a computer with a modem and the Windows operating system, you can complete the application and transmit it over a regular telephone line in just a few easy steps using *FAFSA Express*. You can order *FAFSA Express* disks by calling

1-800/801-0576

You might also be able to apply for aid at the school you plan to attend. Contact the school to find out if you can apply electronically through its financial aid office. If the school has electronic FAFSA capability, just fill out a paper FAFSA and bring it to the school. The school will then enter your information into a computer and transmit it to us.

Doesn't anyone use paper anymore?

You can get a paper FAFSA (or a Spanish version of the FAFSA) from your high school, the college or career school you plan to attend, or our Federal Student Aid Information Center:

Federal Student Aid Information Center
P.O. Box 84
Washington, D.C. 20044
1-800/4-FED-AID (1-800/433-3243)

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The college or career school you attend can give you any other forms you might need. Applying for all of our programs is free. You must apply using an original FAFSA. We will not accept photocopies of FAFSAs, nor will we accept faxes of FAFSAs. For more information on applying electronically, visit http://www.ed.gov/studentaid/apply.html

Okay. When can I apply?

For 2000-01, you should apply as soon after January 1, 2000 as possible. You can't apply before this date. Don't complete *FAFSA on the Web* or *FAFSA Express* before January 1, 2000 (*FAFSA on the Web* for 2000-01 will be available on January 3, 2000). Don't transmit *FAFSA Express* data before January 1, 2000, and don't sign, date, or mail your paper FAFSA before January 1, 2000. If you do any of these things, your application will not be processed, and you must reapply.

Your eligibility is determined one award year at a time. The results from your 2000-01 application are good only for the 2000-01 award year (July 1, 2000 to June 30, 2001 and any summer terms that your school considers part of that award year). Because your circumstances can change greatly from one year to the next, you must complete an application each award year.

After you've applied for the first time, you might be able to apply easier and faster in subsequent award years by completing a *Renewal FAFSA*. With a *Renewal FAFSA*, you have to fill out only the information that changed from the previous award year. There is also a "renewal" version of *FAFSA on the Web*.

There is no renewal version of *FAFSA Express*. If you've already applied for aid for one award year and you want to use *FAFSA Express* in subsequent award years, you must obtain the updated software each year and complete the entire program each year (regardless of how you originally applied).

Anything I should know before I get started?

You'll need a valid Social Security Number (SSN) to apply for federal student aid. You have to put this number on your FAFSA or enter the number in *FAFSA on the Web* or *FAFSA Express*. We use your SSN to find your application in our records. If you don't put a valid SSN on your FAFSA or if you don't enter one in *FAFSA on the Web* or *FAFSA Express*, your application won't be processed. If you don't have an SSN yet, you should apply for one at your local Social Security office.

Most students who, like you, are entering college or a career school straight from high school are considered dependent students. If you are dependent, you have to report both your and your parents' financial information on the FAFSA. This information will be considered when your eligibility is determined. You are a dependent student if you do not meet at least one of the following criteria:

- you were born before January 1, 1977,
- you're married,
- you're enrolled in a graduate or professional educational program,
- you have legal dependents other than a spouse,
- you're an orphan or ward of the court (or were a ward of the court until age 18), or
- you're a veteran of the U.S. Armed Forces.

If you meet at least one of these criteria, you're independent and must report only your financial information (and your spouse's if you're married).

In special or unusual circumstances, a college's or career school's financial aid administrator may determine that an otherwise dependent student should be considered independent. (A parent's refusal to provide financial assistance or to provide the required FAFSA information is not a valid reason for such a determination.)

If you're dependent and your parents are divorced or separated, you'll need to complete the FAFSA using information about the parent you lived with more during the 12 months preceding the date of application. If you did not live with either parent, or if you lived with each parent an equal number of days, use information about the parent who provided the greater amount of support during the 12 months preceding the date of application.

If the parent you receive support from was a single parent who is now married or if the parent you receive support from is divorced or widowed and has remarried, your stepparent's financial information is required on the FAFSA. This does not mean that your stepparent is obligated to give financial assistance to you, but his or her income and assets

represent significant information about the family's resources. Including this information on the FAFSA helps us form an accurate picture of your family's total financial strength.

What kind of stuff does the application ask for?

The FAFSA asks for your family's financial information. When you complete the 2000-01 FAFSA, *FAFSA on the Web*, or *FAFSA Express*, you'll need your parents' 1999 U.S. income tax return. If you filed a return, you'll need yours too. Referring to the tax forms makes it easier to answer the FAFSA questions. If you won't have your tax form in time to use it when filling out the FAFSA, you can estimate your answers and then correct them later. Bank statements, W-2 forms, and business/farm records might also be helpful.

Save all of the forms you refer to when completing the FAFSA because you might need them later if your school asks you to show that the information on your FAFSA is correct. If the information is incorrect, you won't get any aid until you correct it. It's a good idea to keep a photocopy of your completed FAFSA or a printout of your application from *FAFSA on the Web* or *FAFSA Express*.

On *FAFSA on the Web*, *FAFSA Express*, and the FAFSA, you can list schools you're interested in attending, and those schools will get the results of your application after it's been processed. Each school that participates in at least one of our programs has a Federal School Code. This code must be listed in Step Five of the application so that each school you are interested in can get your information.

You can get Federal School Codes from a college or career school financial aid office, your high school, or your local public library. *FAFSA on the Web* and *FAFSA Express* have built-in, searchable Federal School Code lists. You can also find a searchable list on our web site:
www.ed.gov/offices/OSFAP/Students/apply/search.html

You aren't required to list any schools on your paper FAFSA, but if you do so, the school you decide on can deliver your aid faster. If you're using *FAFSA on the Web* or *FAFSA Express*, you must list at least one school in Step Five of the application.

Regardless of how you apply, you will be required to provide your signature. If you are dependent, you must also provide a parent's signature.

So, how do I sign an electronic application?

If you have a printer available, the computer you're using will print a signature page after you transmit your *FAFSA on the Web* or *FAFSA Express* data. You must sign this page and, if you were required to include your parents' financial information when completing the application, you must have a parent sign this page too.

After all the required signatures are on the page, you must mail it to the address that is preprinted on the envelope included with the *FAFSA Express* diskettes. The address will also print on the signature page so that students who use *FAFSA on the Web* or who download *FAFSA Express* from the web will be able to mail in their signature pages. You'll receive a *Student Aid Report* (SAR) in the mail.

Not everyone has a printer. *FAFSA on the Web* and *FAFSA Express* will ask you whether a printer is available to you. If one is not available, you should answer "no." Within a week of receiving the transmission of your data, we will process your application immediately and send you a SAR **without an Expected Family Contribution (EFC)**, which a financial aid office must have to award you federal student aid. You must sign the SAR and return it to the address provided.

Schools listed on your application will receive your application data but will not receive your EFC until we receive your signed SAR. Once we receive the signed SAR, we will reprocess your data and send you the resulting SAR. We will also send your selected schools revised application information records indicating that you have provided the required signatures.

Well, what happens if I forget to mail the signature page?

After receiving your data, we will wait 14 days for

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your signature page to arrive. If we do not receive one within that time, you will receive a SAR **without an EFC.** You'll receive a SAR, which you must sign and return to the address provided.

Any schools listed on your application will receive your application data even if you don't provide a signature page. Until you do so, however, you **will not have an EFC**, and your school cannot award you any federal student aid. Once we receive the signed SAR, we will reprocess your data and send you a revised SAR. We will also send your selected schools your revised application information record indicating that you have provided the required signatures.

And how will I know you got my application?
We will process your *FAFSA on the Web* or *FAFSA Express* data when we receive your transmission. In about a week, you'll receive a SAR in the mail.

Your paper FAFSA comes with a postcard that you can mail with your application. If you choose to mail in the postcard, we will stamp it with the date we receive your FAFSA and will mail it back to you. We will process your FAFSA within four weeks from the date you mail it. Then, you'll receive a SAR in the mail.

No matter how you apply, the SAR you receive will reflect the information that you provided on your FAFSA. If the information you provided is complete, your SAR will also have your EFC.

Using your EFC, your financial aid administrator determines how much federal student aid you can get. As we stated earlier, the schools you listed on your application will also get a report of your processing results.

After you receive the SAR in the mail, you should check it carefully for mistakes. You can fix any mistakes by writing the correct answers on Part 2 of the SAR in the column labeled, "WRITE IN ONLY NEW OR CORRECTED INFORMATION" and mailing the SAR back. Or your college or career school might be able to process corrections electronically for you. Make sure you keep a photocopy of your SAR.
If you apply electronically at your college or career school, your FAFSA will be processed in about a week. The processing results will be sent electronically to your school, and you'll get a *SAR Information Acknowledgement* in the mail. You can check the information on your *SAR Information Acknowledgement*, but you cannot make corrections on it. You should ask your school to make any corrections electronically, or you will have to get a copy of your SAR to make corrections on.

You can get a copy of your SAR from our Federal Student Aid Information Center by calling **1-800/4-FED-AID (1-800/433-3243).**

ELIGIBILITY CRITERIA

Eligibility for federal student aid is determined on the basis of financial need and on several other factors. The financial aid administrator at the college or career school you plan to attend will determine what you're eligible for.

Basically, to receive aid from our programs, you must

- have financial need (not part of the criteria for some loans),
- have a high school diploma or a General Education Development (GED) certificate or pass a test approved by the Department of Education,
- be working toward a degree or certificate,
- be enrolled in an eligible program,
- be a U.S. citizen or eligible noncitizen,
- have a valid Social Security Number,
- register with the Selective Service if re-quired (you can register on the FAFSA), and
- maintain satisfactory academic progress once in school.

If you have a question about your citizenship status, contact the financial aid office at the college or career school you plan to attend.

How will I know what I'm eligible for?
When your FAFSA is processed, a formula is applied to the information you provided. Congress established this formula, which determines your financial need. The formula takes into account your family's income, some assets, and certain expenses that are required (taxes), necessary (basic living expenses), and related to earning income (employment-related expenses)

The formula result is the EFC, which indicates how much money you and your family are expected to contribute toward your cost of attendance for the 2000-01 school year. If your EFC is below a certain amount, you'll be eligible for a Federal Pell Grant, assuming you meet all other eligibility requirements. The amount of your Pell Grant depends on your EFC, your cost of attendance (which the financial aid administrator at your college or career school will figure out) and your enrollment status (full time, three-quarter time, half time, or less than half time).

For our other aid programs, the financial aid administrator at your college or career school takes your cost of attendance and then subtracts your EFC, the amount of a Federal Pell Grant you are eligible for, and aid you will get from other sources. The result is your remaining financial need:

Cost of Attendance
-EFC
-Federal Pell Grant Eligibility
-Aid From Other Sources
=Financial Need

What is a cost of attendance?

Your cost of attendance is the sum of

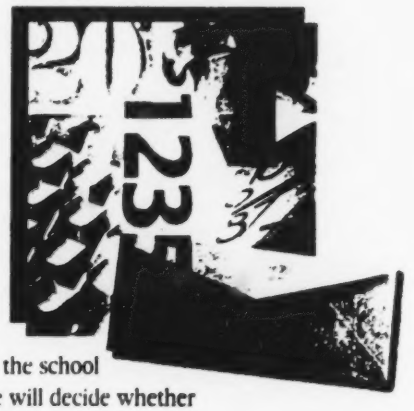
- your actual tuition and fees or the school's average tuition and fees,
- the cost of room and board (or living expenses for students who do not contract with the school for room and board),
- the cost of books and supplies,
- an allowance for transportation, and
- an allowance for miscellaneous expenses.

Costs unrelated to completion of a student's course of study are excluded in calculating a student's cost of attendance.

Are my family's special circumstances considered?

A financial aid administrator can consider special or unusual circumstances. As mentioned earlier, the financial aid administrator at your college or career school can change your status from dependent to independent if he or she believes there is a good reason to do so. You'll have to provide your college or career school with documentation to justify the change.

The financial aid administrator also has the authority to adjust your cost of attendance or some of the information that is used to calculate your EFC. This kind of change can be made if you have unusual circumstances that affect your family's ability to contribute money to the cost of your education. If your family has any unusual circumstances (for example, high medical expenses or reduced income due to a recent job loss), contact the financial aid administrator at the school you plan to attend. He or she will decide whether an adjustment is necessary, and that decision cannot be appealed to us.



IMPORTANT DEADLINES

You should pay special attention to the many deadlines involved in the student financial aid application process. Missing a deadline could prevent you from receiving some or all of the aid you are eligible for.

I'm sure there must be some deadlines I have to meet.

Whether you apply electronically or by mail, we must **receive** your paper FAFSA or your *FAFSA on the Web* or *FAFSA Express* transmission by July 2, 2001 for the 2000-01 school year. If we do not receive your FAFSA or your transmission by that date, your application will not be processed, and you won't get any federal student aid.

Each school sets its own deadlines for students to apply for aid from our campus-based programs (Federal Supplemental Educational Opportunity Grant [FSEOG], Federal Work-Study [FWS], and Federal Perkins Loans) and for applying for its own aid. The deadlines will usually be much earlier than our July 2, 2001 deadline for filing a FAFSA.

Check with the school for these deadlines. Also, states have their own deadlines for applying for state aid. Check with your state agency to find out what deadlines you have to meet. You might miss out on aid from these programs if you don't apply early.

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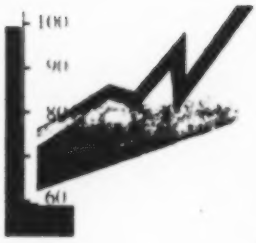

There is also a deadline for your college or career school to receive a **valid** electronic record. (Your school will automatically get a record if you apply electronically through the school.) A valid record is complete and needs no corrections. If you do not list the school you plan to attend on your FAFSA, the school will not receive an electronic record. In such a case, there is a deadline for you to submit a **valid** SAR to the school's financial aid office. Check with your college or career school for information on these deadlines.

You may need to go to the financial aid office to certify that all the information on your electronic record is correct or to provide additional information if your school requests it. Again, check with your school for more information on applicable deadlines. If your application is selected for verification, your school may ask you to document that your application information is complete and correct.

Verification? What is that?

Verification is a process we use to make sure that the information applicants report is accurate. This prevents ineligible students from receiving aid by reporting false information, and it ensures that eligible students receive all of the aid they are qualified for.

Each year we select a group of applications for verification. Some of these applications are selected because of FAFSA information that is inconsistent with information elsewhere on the application; others are chosen at random. Some colleges and career schools also choose applications for verification.

In any case, a student whose application is selected must give his or her financial aid office certain documentation to show that the application information is correct. The sooner you verify your information, the sooner you'll be able to receive financial aid if you're eligible.

If selected, you must provide your school with the required proof by August 31, 2001 or within 60 days after your last date of enrollment for 2000-01, whichever is earlier. If you don't meet this deadline, you won't receive aid from us, and you might not get aid from other sources.

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FEDERAL PELL GRANTS

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded only to undergraduate students who have not earned bachelors' or professional degrees.

How much is a Pell Grant?

Awards for the 2000-01 award year (July 1, 2000 to June 30, 2001) will depend on how much program funding Congress provides. The maximum award for the 1999-2000 award year was $3,125. How much you get will depend not only on your financial need, but on your cost of attending school, whether you're a full-time or part-time student, and whether you attend school for a full academic year or less.

If I'm eligible, how will I get the Pell Grant money?

Your school can apply Pell Grant funds to your school costs, pay you directly (usually by check), or combine these methods. The school must tell you in writing how and when you'll be paid and how much your award will be. Schools must disburse funds at least once per term (semester, trimester, or quarter). Schools that do not use semesters, trimesters, or quarters must disburse funds at least twice per academic year.

CAMPUS-BASED AID PROGRAMS

The FSEOG, FWS, and Federal Perkins Loan programs are called campus-based programs because they're administered directly by the financial aid office at each participating school. Not all schools participate in all three programs.

How much aid you receive from each of these programs depends on your financial need, on the amount of other aid you receive, and on the availability of funds at your college or career school. Unlike the Federal Pell Grant Program, which provides funds to every eligible student, the campus-based programs provide a certain amount of funds for each participating school to administer each year. When the money for a program is gone, no more awards can be made from that program for that year.

Let's start with Federal Supplemental Educational Opportunity Grants. What are they?
FSEOGs are gift-aid for undergraduates with exceptional financial need. Pell Grant recipients with the lowest EFCs will be the first to get FSEOGs, which don't have to be paid back. You can get between $100 and $4,000 a year, depending on when you apply, your financial need, and the funding at the school you're attending. FSEOGs are awarded only to undergraduate students who have not earned bachelors' or professional degrees.

If you're eligible, your school will credit your account, pay you directly (usually by check), or combine these methods. Your school must pay you at least once per term (semester, trimester, or quarter).

And what is Federal Work-Study?
The FWS Program provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the recipient's course of study. FWS can help you get your foot in the door by allowing you to gain valuable experience in your chosen field before you leave school.

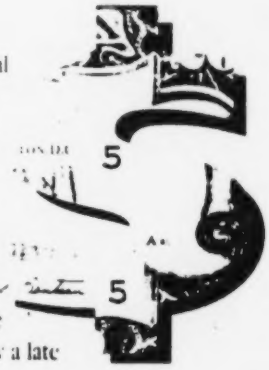
Will I get paid in the same way I would for any other job?
You'll be paid by the hour. No FWS student may be paid by commission or fee. Your school must pay you directly at least once a month. Wages for the FWS Program must equal at least the current federal minimum wage but may be higher, depending on the type of work you do and the skills required. Your total FWS award depends on when you apply, your financial need, and the funding level at your school. The amount you earn can't exceed your total FWS award. When assigning work hours, your employer or financial aid administrator will consider your award amount, your class schedule, and your academic progress.

What kinds of jobs are there in FWS?
If you work on campus, you'll usually work for your school. If you work off campus, your employer will usually be a private nonprofit organization or a public agency, and the work performed must be in the public interest. Your school may have agreements with private for-profit employers for FWS jobs. This type of job must be relevant to your course of study. If you attend a career school, there may be further restrictions on the jobs you can be assigned.

What about Federal Perkins Loans?
A Federal Perkins Loan is a low-interest (5%) loan for both undergraduate and graduate students with exceptional financial need. Federal Perkins Loans are made through a school's financial aid office. Your school is your lender, and the loan is made with government funds. You must repay this loan.

Your school will either pay you directly (usually by check) or apply your loan to your school charges. You'll receive the loan in at least two payments during the academic year.

How much can I borrow?
Depending on when you apply, your financial need, and the funding level at the school, you can borrow up to $4,000 for each year of undergraduate study.



Other than interest, is there a charge for this loan?
No, there are no other charges. However, if you skip a payment, if it's late, or if you make less than a full payment, you may have to pay a late charge plus any collection costs.

So, when do I pay it back?
If you're attending school at least half time, you have nine months after you graduate, leave school, or drop below half-time status before you must begin repayment. This is called a grace period. If you're attending less than half time, check with your college or career school to find out how long your grace period will be. At the end of your grace period, you must begin repaying your loan. You may be allowed up to 10 years to repay the loan in full. Periods of deferment and forbearance (see the next paragraph for more information on these terms) do not count as part of this 10-year period. Your monthly payment amount will depend on the size of your debt and the length of your repayment period.

What if I have trouble repaying the loan?
Under certain circumstances, you can receive a deferment or forbearance on your loan. During a deferment, no payments are required, and interest

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does not accrue. During forbearance, your payments are postponed or reduced. Interest continues to accrue, and you are responsible for paying it.

A Perkins Loan can also be canceled under certain circumstances, like if you die or become totally and permanently disabled. You also might qualify for having your loan canceled because of the type of work you do once you leave school.

Repayment assistance (not a cancellation, but another way to repay) may be available if you serve in the military. For more information, contact your recruiting officer.

If you have more questions about Perkins Loans, check with the college or career school you plan to attend.

FEDERAL & DIRECT STAFFORD LOANS

Stafford Loans are our major type of loan. A number of schools participate in the William D. Ford Direct Loan Program (Direct Loans). Under this program, the funds for your Stafford Loan come directly from the federal government. If your school does not yet participate in Direct Loans, the funds for your Stafford Loan will come from a bank, credit union, or other lender that participates in the Federal Family Education Loan (FFEL) Program.

The terms and conditions of a Direct Stafford and those of a FFEL Stafford are similar. The major differences between the two are

- the source of the loan funds,
- some aspects of the application process, and
- certain repayment aspects.

How do I get a Stafford Loan?

If your school participates in Direct Loans, the FAFSA serves as your Stafford Loan application. If your college or career school participates in the FFEL Program, the school may give you a separate Stafford Loan application to fill out in addition to the FAFSA. In either case, after your FAFSA is processed, your school will review the results and will inform you about your loan eligibility.

If you have financial need remaining after your EFC, Federal Pell Grant eligibility, and aid from other sources are subtracted from your cost of attendance, you can borrow a Stafford Loan to cover all or some of that remaining need. The government will pay the interest on your loan while you're in school, for the first six months after you leave school, and when you qualify to have your payments deferred. This type of loan is a subsidized loan.

If you don't have financial need remaining, you may borrow a Stafford Loan for the amount of your EFC or the annual Stafford Loan borrowing limit for your grade level, whichever is less. (Annual loan limits are listed on page 11.) You will be responsible for paying all of the interest on the loan.

This type of loan is called an unsubsidized loan. Because an unsubsidized loan is not awarded on the basis of need, your EFC isn't taken into account. If you don't receive enough need-based aid to meet your cost of attendance, you can pay for some of your remaining costs with an unsubsidized loan. You'll be charged interest from the time the loan is disbursed until it is paid in full. You can choose to pay the interest or allow it to accumulate and be capitalized (that is, added to the principal amount of your loan).

You can receive a subsidized Stafford Loan and an unsubsidized Stafford Loan for the same enrollment period.

So, how will I get the loan money?

For both the Direct Loan and FFEL programs, you'll be paid through your school in at least two installments. No installment may exceed one half of your loan amount. Your loan money must first be applied to pay for tuition and fees, room and board, and other school charges. If loan money remains, you'll receive the funds by check or in cash, unless you give the school written authorization to hold the funds until later in the enrollment period.

If you're a first-year undergraduate student and a first-time borrower, your school cannot disburse your first payment until 30 days after the first day of your enrollment period. This way, you won't have to repay the loan if you don't begin classes or if you withdraw during the first 30 days of classes.

How much can I borrow?

If you're a dependent undergraduate student, you can borrow up to the following amounts each year:

- $2,625 if you're a first-year student enrolled in a program of study that is at least a full academic year;
- $3,500 if you've completed your first year of study and the remainder of your program is at least a full academic year;
- $5,500 a year if you've completed two years of study and the remainder of your program is at least a full academic year.

If you're an independent undergraduate student or a dependent student **whose parents are unable to get a PLUS Loan** (a parent loan), you can borrow up to

- $6,625 if you're a first-year student enrolled in a program of study that is at least a full academic year. (At least $4,000 of this amount must be in unsubsidized loans.)
- $7,500 if you've completed your first year of study and the remainder of your program is at least a full academic year. (At least $4,000 of this amount must be in unsubsidized loans.)
- $10,500 a year if you've completed two years of study and the remainder of your program is at least a full academic year. (At least $5,000 of this amount must be in unsubsidized loans.)

The amounts given here are the maximum yearly amounts you can borrow in both subsidized and unsubsidized Stafford Loans, individually or in combination. Because you can't borrow more than your cost of attendance minus both the amount of any Pell Grant you're eligible for and any other financial aid you'll get, you may receive less than the annual maximum amounts.

Okay. What's the interest rate?

The interest rate is variable (adjusted annually) but will never exceed 8.25%. You'll be notified any time there is a rate change.

And when do I pay back the loan?

After you graduate, leave school, or drop below half-time enrollment, you'll have a six-month "grace period" before you begin repayment. During this period, you'll receive repayment information, and you'll be notified of your first payment due date. You're responsible for beginning repayment on time, even if you don't receive this information. Payments are usually due monthly.

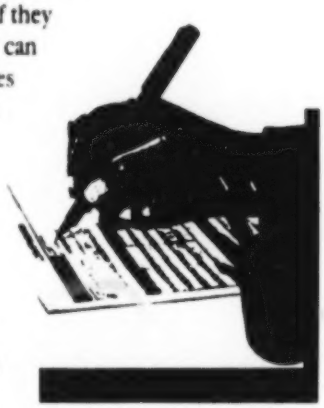
PLUS LOANS (PARENT LOANS)

PLUS Loans to meet students' education costs are available through both the FFEL program and Direct Loans. Parents who do not have a bad credit history can borrow a PLUS Loan to pay the education expenses of a child who is a dependent student enrolled at least half time in an eligible program at an eligible school.

How do my parents get a loan?

Your parents will fill out an application, which is available from your school's financial aid office.

To be eligible to receive a PLUS Loan, your parents generally will be required to pass a credit check. A parent cannot be turned down for having no credit history—only for having an adverse one. If your parents don't pass the credit check, they might still be able to receive a loan if someone, such as a relative or friend who is able to pass the credit check, agrees to endorse the loan. An endorser promises to repay the loan if your parents fail to do so. Your parents might also qualify for a loan even if they don't pass the credit check as long as they can demonstrate that extenuating circumstances exist. You and your parents must also meet other general eligibility requirements for federal student financial aid.



How much can my parents borrow?

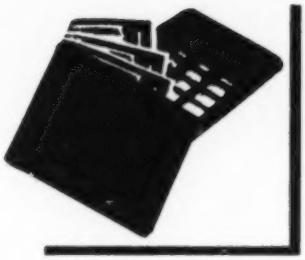
The yearly limit on a PLUS Loan is equal to your cost of attendance minus any other financial aid you get. If your cost of attendance is $6,000, for example, and you receive $4,000 in other financial aid, your parents can borrow up to $2,000.

Who gets my parents' loan money?

Your school will receive the money in at least two installments. No one payment may exceed half of the loan amount. Your school might require your parents to endorse a disbursement check and send it back to the school. The school will then apply the money to your tuition and fees, room and board, and other school charges. If any loan money

remains, your parents will receive the amount as a check or in cash, unless they authorize that it be released to you. Any remaining loan money must be used for your education expenses.

What's the interest rate?
The interest rate is variable (adjusted annually), but it will never exceed 9%. Your parents will be notified of interest rate changes throughout the life of their loan. Interest is charged on the loan from the date the first disbursement is made until the loan is paid off.



And when do my parents begin repaying the loan?
Generally, the first payment is due within 60 days after the final loan disbursement for the year. There is no grace period for these loans. Interest begins to accumulate at the time the first disbursement is made, and your parents will begin repaying both principal and interest while you're in school.

STAFFORD & PLUS LOAN QUESTIONS

Before you or your parents borrow, make sure you understand all of the terms of the loan. The following questions and answers will give you a basic understanding of Stafford Loans and PLUS Loans.

Other than interest, is there a charge for loans?
You or your parents will pay a fee of up to 4%, deducted proportionately from each disbursement of a loan. A portion of this fee goes to the federal government to help reduce the cost of the loans. Also, if you or your parents don't make loan payments when they're scheduled, you may be charged late fees and collection costs.

How are loans repaid?
You can choose to repay your loan on one of the following plans:

- a 10-year plan with a minimum monthly payment of $50,
- a graduated plan with a monthly payment that starts out low and then increases gradually during the repayment period, or
- a plan that bases the monthly payment amount on how much money you make.

Your parents can repay a PLUS Loan on either of the first two plans. Under the William D. Ford Direct Loan Program (Direct Loans), you or your parents can also choose a plan with a minimum $50 monthly payment amount and more than 10 years to repay.

What if someone has trouble repaying?
Under certain circumstances, you can receive a deferment or forbearance on your loan. During a deferment, no payments are required. If you have a subsidized loan, the federal government will pay the interest that accrues during the deferment. If your loan is unsubsidized, you'll be responsible for the interest on the loan during the deferment. Your parents will be responsible for the interest on their PLUS Loan during a deferment. No borrower can receive a deferment if his or her loan is in default (that is, if he or she doesn't repay the loan according to its terms).

During forbearance, payments are postponed or reduced. The government does not pay the interest; you are responsible for paying it on your Stafford Loan, and your parents are responsible for paying it on their PLUS Loan.

Neither deferment nor forbearance periods count as part of the repayment period. For more detailed information on deferments and forbearances, see *The Student Guide, 2000-01*:
www.ed.gov/prog_info/SFA/StudentGuide

To get a paper copy, check with your college or career school, or call our Federal Student Aid Information Center toll-free and ask for one:
1-800/4-FED-AID (1-800/433-3243)

A Stafford Loan or PLUS Loan can be canceled under certain conditions:

- The borrower dies (or the student on whose behalf a parent borrowed dies).
- The borrower becomes totally and permanently disabled.
- The loan is discharged in bankruptcy.
- Your school closes before you complete your program.
- The school falsely certifies the loan.

Even if you don't complete the program of study at the school, don't like the school or the program of study, or don't obtain employment after completing

the program of study, these loans must be repaid. Neither type of loan (Stafford or PLUS) can be canceled for these reasons.

Repayment assistance (not a cancellation, but another way to repay) may be available if you serve in the military. For more information, contact your recruiting officer.

CONTACTING US

Help is always available to you. We have a web site and student information telephone numbers to help you.

What kind of help is on your web site?
To find information on federal student aid and to view this and other student aid publications online, visit our web site:

www.ed.gov/studentsaid

Help completing the FAFSA is available online too:

www.ed.gov/prog_info/SFA/FAFSA

A list of Federal School Codes that you may need to complete the FAFSA is available at **www.ed.gov/offices/OSFAP/Students/apply/search.html**

What if I have questions and want to speak to a live person?
If you need answers right away to questions about federal student aid, call the Federal Student Aid Information Center toll free between 8:00 a.m. and 8:00 p.m. (Eastern Time), Monday through Friday:

1-800/4-FED-AID (1-800/433-3243)

What kind of help can I get by calling the information center?
When you call the toll-free number, the Federal Student Aid Information Center can

- assist you in completing the FAFSA,
- explain federal student aid eligibility requirements,
- explain the process of determining financial need and awarding aid,
- provide you with Federal School Codes you may need when applying,
- tell you whether a school participates in the federal student aid programs,
- tell you a school's student loan default rate,
- send you federal student aid publications,
- tell you if your FAFSA has been processed, and
- assist you in obtaining a copy of your SAR.

Is there a number for hearing-impaired students?
If you're hearing-impaired and have access to a TTY, you may call the following toll-free number at the Information Center for help with any federal student aid questions you have:

1-800/730-8913

REDUCING THE COST OF SCHOOL

There are several ways to reduce the amount that going to a college or career school will cost you so that you can avoid borrowing too much.

Will the government give me a tax break?
You or your parents may qualify for a Hope Credit or Lifetime Learning tax credit. These "scholarships" are actually federal income tax credits for some of your education expenses. For more information on these credits, visit www.ed.gov/budget/97918tax.html

You should also check with your tax professional or the Internal Revenue Service (IRS). IRS Publication 970, Tax Benefits for Higher Education gives more information on these credits and other tax benefits. You can order the publication for free from the IRS at

1-800/TAX-FORM (1-800/829-3676)

Or you can download the publication at

www.irs.ustreas.gov or ftp.irs.ustreas.gov

What about lower cost schools?
If you plan on working toward a bachelor's degree, you might want to consider starting out at a two-year community college and then transferring to a four-year school. Community colleges are partially funded by local and state taxes and are therefore usually less expensive than four-year schools. Some four-year schools are also partially funded by local and state taxes and can be less expensive than those that are not funded by taxes.

You can also save money by living at home and commuting to your local community college. You'll want to make sure that the courses you take during your first two years will transfer to the four-year school you want to attend and that they will count toward your bachelor's degree.

What about working or volunteering?

Whether you choose a college or a career school, you can work part time to pay for some of your costs. If you do this, you should make sure that you save enough time for studying and that your work and school schedules do not conflict.

AmeriCorps is a program that allows participants to earn education awards in return for national service. For more information, contact the

Corporation for National and Community Service:
1201 New York Avenue, N.W.
Washington, DC 20525
1-800/94-ACORPS (1-800/942-2677)
www.cns.gov

The U.S. Armed Forces also offer educational programs and ways to pay for school or to reduce your school costs:

- You can attend one of the military academies. These are four-year colleges that are tuition-free and offer bachelor's degrees and a commission in the military after graduation.
- You can attend a college or career school and enroll in the Reserve Officers Training Corps (ROTC) Program, which will pay for your tuition, fees, and books and provide you with a monthly allowance.
- You can join the Armed Forces before you go to a college or career school and take advantage of the Montgomery GI Bill, which provides financial support to those who attend school after serving in the military.
- If you enlist in the U.S. Army, you may be eligible to receive repayment assistance from its Loan Repayment Program. For a four-year enlistment in a selected skill in the active Army, up to $65,000 in repayment assistance may be available. For an enlistment in the Army Reserve, up to $20,000 may be available. For more information, contact your recruiting officer.
- You can also earn college credit for some military training, possibly reducing the number of classes you'll have to take.
- As an active member of the military, you can take courses at a college or career school during your off-duty hours.

Contact your local military recruiter for more information on these programs.

TAKING THE NEXT STEP

Before enrolling, make appointments to visit the schools you're considering. Bring a list of questions to ask school representatives. Your education is a major investment, so find out as much information as you can before you enroll. Once you're enrolled, it's important that you complete school. Doing so will give you more job choices, a higher salary, and more skills. Also, if you complete your education, it will be easier to pay back any student loans you borrow. Borrowers who finish school are far less likely to default on their loans than those who don't finish. Defaulting on a student loan has very serious consequences. Among other consequences, defaulting can

- make you ineligible for deferments on your loans,
- make you ineligible for additional student aid,
- damage your credit record, and
- hinder your ability to find a job.

If you work hard and take advantage of the many programs available to help you keep school costs down and pay for school, you will be successful in continuing your education and in pursuing a career.

To request a copy of this publication in an alternative format, please call 1-202/260-9895 or 1-202/205-8113

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FUNDING YOUR EDUCATION IS FREE.

If you paid for a copy of this publication, please write to the following address and give us the name and address of the organization that charged you.

Federal Student Aid Information Center
P.O. Box 84
Washington, DC 20044-0084

Funding Your Education is also available on the U.S. Department of Education's web site. The site address is

www.ed.gov/prog_info/SFA/FYE

STATE AGENCY PHONE NUMBER LIST

Alabama	1-334/242-2276	Nevada	1-775/687-9200
Alaska	1-907/465-6741	New Hampshire	1-603/271-2555
Arizona	1-602/229-2591	New Jersey	1-800/792-8670
Arkansas	1-800/547-8839	New Mexico	1-800/279-9777
California	1-916/526-7590	New York	1-800/642-6234
Colorado	1-303/866-2723	North Carolina	1-800/234-6400
Connecticut	1-860/947-1855	North Dakota	1-701/328-4114
Delaware	1-800/292-7935	Ohio	1-888/833-1133
District of Columbia	1-202/727-3688	Oklahoma	1-405/858-4356
Florida	1-888/827-2004	Oregon	1-800/452-8807
Georgia	1-800/776-6878	Pennsylvania	1-800/692-7435
Hawaii	1-800/956-8213	Rhode Island	1-800/922-9855
Idaho	1-208/334-2270	South Carolina	1-803/734-1200
Illinois	1-800/899-4722	South Dakota	1-605/773-3134
Indiana	1-317/232-2350	Tennessee	1-800/342-1663
Iowa	1-515/281-3501	Texas	1-800/242-3062
Kansas	1-785/296-3517	Utah	1-800/418-8757
Kentucky	1-800/928-8926	Vermont	1-800/642-3177
Louisiana	1-800/259-5626	Virginia	1-804/786-1690
Maine	1-800/228-3734	Washington	1-360/753-7850
Maryland	1-410/974-5370	West Virginia	1-888/825-5707
Massachusetts	1-617/727-1205	Wisconsin	1-608/267-2944
Michigan	1-888/447-2687	Wyoming	1-307/777-7763
Minnesota	1-800/657-3866	Guam	1-671/475-0457
Mississippi	1-601/982-6663	Northern Mariana Islands	1-670/234-6128
Missouri	1-800/473-6757	Puerto Rico	1-800/724-7100
Montana	1-800/537-7508	Republic of Palau	1-680/488-2471
Nebraska	1-402/471-2847	Virgin Islands	1-340/774-4546

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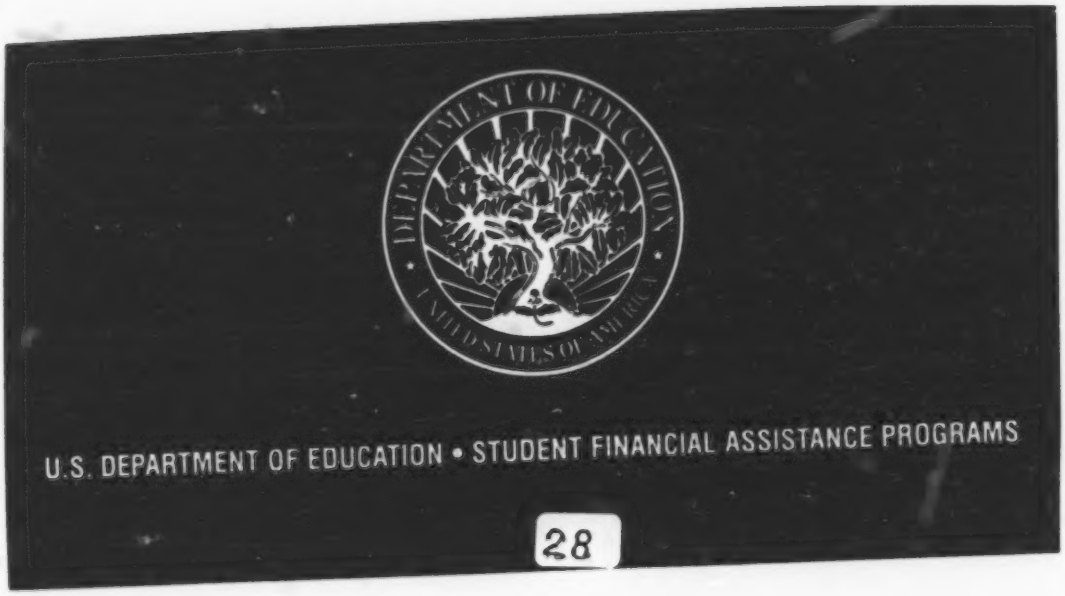
DEPARTMENT OF EDUCATION
UNITED STATES OF AMERICA
U.S. DEPARTMENT OF EDUCATION • STUDENT FINANCIAL ASSISTANCE PROGRAMS
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When it comes to money for your education...

WHERE IN THE WORLD ARE YOU GOING?

May we suggest starting here?

www.fafsa.ed.gov

Applying for financial aid is fast and easy with the online Free Application for Federal Student Aid (FAFSA). See your counselor or visit our web site for details.

Applying for financial aid has never been easier

www.fafsa.ed.gov

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Complete your Free Application for Federal Student Aid (FAFSA) online

Use the Internet To Ap

It's Free!

You don't have to pay to apply for federal student aid.

It's Fast!

You'll get your results 7 to 14 days faster than you would using a mailed paper application. Because your answers are edited automatically, you'll make fewer mistakes and your school will be able to tell you sooner if you qualify for aid.

What Is FAFSA on the Web?

The online version of the Free Application for Federal Student Aid (FAFSA) lets you apply for student financial aid using the Internet. Schools use the information you provide on FAFSA on the Web to figure out if you're eligible to receive money from federal grant, loan, and work-study programs.

In many cases, FAFSA on the Web may be used to apply for financial aid from other sources, such as your state or school. For more information, check with your high school guidance counselor or college financial aid office.

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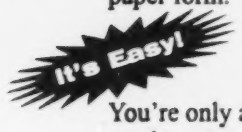
ply For Financial Aid!

Your data are completely secure. Sending an application through the Internet is just as safe as mailing a paper form.



You're only asked the questions you need to answer because FAFSA on the Web automatically skips questio that don't apply to you. Extensive online help is available, providing you more instructions than are fo on the paper application.

Before You Begin

1 Make sure you have a Mac or PC with:

- A modem and phone line, or direct connection to the Internet
- Netscape Navigator or Internet Explorer (most versions of these browsers are supported; check out our website for details)
- A printer (desirable, but not required)

2 Gather documents showing your and, if you're dependent, your parents' finances:

- Federal income tax returns
- W-2 forms
- Records of untaxed benefits received
- Current bank statements
- Records of other savings and investments

How To Use FAFSA on the Web

1 Go to www.fafsa.ed.gov and follow the on-screen instructions to fill out the application.

2 When you have completed your application, print out and sign a signature page. You and one parent (if you're dependent) need to sign. Mail the page to the address provided. If you don't complete this step, a Student Aid Report (SAR) will be mailed to you requesting signatures.

3 After printing the signature page, click the "Submit My FAFSA" button at the top of the screen to send your application through the Internet. You'll be taken to a screen that says "Your application has been submitted." Note the confirmation stamp number. Also note your Expected Family Contribution (EFC). This number represents the estimated amount that you and your family will be expected to contribute toward your educational expenses for one academic year.

4 You should receive a SAR in the mail about two weeks after sending your electronic financial aid application. The SAR provides information about your application and tells you what to do next. If you don't receive your SAR within 4 weeks, you should check the status of your application online at www.fafsa.ed.gov or call 1-800-801-0576.

5 Beginning with the 2000-2001 school year, you will automatically be sent a PIN when you apply for financial aid. Your PIN can be used to correct your FAFSA information over the Internet, file a Renewal FAFSA on the Web for the 2001-2002 school year, and gain access to other useful Department of Education websites.

6 The schools you list on your application will get electronic copies of your SAR. Schools use the information on the SAR to figure out how much federal financial aid you can receive.

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Using Your PIN

- A PIN will be mailed to you after you apply for federal student aid.
- Use your PIN to:
  - Make application corrections online.
  - File a renewal application on the Web next year.
  - View information online about loans and grants you've received.
- You can use your PIN to sign your electronic application.
- Remember your PIN.
- Don't share it with others.
- To request a new or duplicate PIN, go to www.pin.ed.gov.

For More Information

- Call 1-800-801-0576 if you have questions about FAFSA on the Web.
- Call 1-800-730-8913 (TDD) if you are hearing-impaired and have questions.
- Get a copy of *Funding Your Education* if you're interested in learning more about the federal student financial aid programs. Order a free copy by calling 1-800-4-FED-AID. Or, visit our web site at www ed.gov/prog_info/SFA/FYE and read the publication online.
- Talk to your high school counselor or financial aid administrator if you're interested in learning more about state, school, and private sources of financial aid.

Award Winning

FAFSA ON THE WEB

✓ **Lycos Top 5%**

✓ **Best Feds on the Web (Government Executive Magazine)**

www.fafsa.ed.gov

For more information about FAFSA on the Web, or to get help, call Customer Service at:

1-800-801-0576

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For additional information about FAFSA on the Web,
or to obtain technical assistance, contact
Customer Service at:

1-800-801-0576